

Meeting Highlights

System Development Life Cycle (SDLC) Workgroup Meeting

DAY: Friday, October 1st, 2010
TIME: 9:00AM-12:00PM
LOCATION: Department of Insurance (Dobbs Building, 430 N Salisbury Street, Raleigh, Conference Room 2238) or Dial-In 919-212-3144

Meeting Called By:	SDLC Workgroup Members
Meeting Purpose:	Prepare work group charter and organize to position the group to move forward.
Attendees:	Chris Cline, Community Colleges Beau Garcia, Department of Insurance LaQuita Hudson, Information Technology Services Michele Jackson, Backup for Department of Revenue Paul Jarmul, Department of Revenue Ronda Jones, Department of Public Instruction Linda Lowe, Statewide Enterprise Project Management Office Gaye Mays, Statewide Enterprise Project Management Office Cheryl Ritter, Department of Transportation Gayle Robinson, Backup for Department of Insurance Tommy Steen, Backup for Department of Transportation

Agenda Topics Discussed

1. Welcome
 - Gaye provided refreshments.
 - Introduction of workgroup backup members:
 - Gayle Robinson, Department of Insurance (Gayle.Robinson@ncdoi.gov)
 - Michele Jackson, Department of Revenue (Michele.Jackson@dorn.com)
 - Tommy Steen, Department of Transportation (csteen@ncdot.gov)
 - Review of other agencies' backup plans:
 - Robert Pietras, Information Technology Services (Robert.pietras@nc.gov)
 - Community Colleges – no backup identified
 - Department of Public Instruction – no backup identified
 - Department of Health & Human Services – not at meeting to provide a response
2. Project Example: DHHS Central Regional Psychiatric Hospital Automation Program (CHAPS) Infrastructure Project. – Project Manger was not available to present the project. Agenda item moved to the next meeting.
3. Project Charter – approved with changes made in the last meeting.
4. Determine which elements of Charter to address in priority order: The follow are areas discussed and the priorities set for further discussion (listed in priority order):
 1. ITS A&E (ESRMO and NCID will be part of this category)
 2. ITS New/Enhanced Services (discussed ITS provisioning and slow service, need single point of contact, etc.)
 3. EPMO – PMA inconsistencies (standards)

4. OSBM

5. All of the following were rated the same: OSC, DCR, Archives, State Auditor

6. IT Procurement – lowest priority because there is another workgroup handling these issues

Note: Agile and other processes will be addressed as part of each of the topics above.

5. Discussed 1st priority: ITS A&E, ESRMO and NCID

- Need a method to know that our projects are moving forward:
 - 1) Would like checkpoints that are planned ahead of time
 - 2) Need control number to look up status
- Want SLA for Service Quote
- Invite A&E (Doug) to meeting in December
- Will discuss further at meeting in November and develop rough agenda for discussion points. We need to provide: pain points based on history, agency name, project type, how issues were handled, net impact.
- Update spreadsheet in bullet by 11/1 for consolidation by LaQuita for the next meeting.

6. The following are planned for the next 3 meetings:

- 1) November 5th – Finalize agenda for meeting with A&E topic
- 2) December 3rd - Meet with Doug Banich on ITS A&E topic, finalize agenda for ITS New/Enhanced Services discussion
- 3) January 7th - Meet with Brian Layh on ITS New/Enhanced Services topic

Note: These topics may be switched depending on Doug's or Brian's availability to attend the meeting.

7. Gartner Article – Agile Development: What's Still Fact and What's Still Fiction – group had read the article and didn't feel that it needed to be discussed. Decision to remove from agenda.

8. Meeting adjourned at 11:45.

9. Action Items:

- 1) Linda – Locate Procurement Evaluation RFP & distribute to workgroup.
- 2) Linda – Finalize Charter and add backups. Put Charter on EPMO website.
- 3) Cheryl – Send list of agencies that participate in the Procurement workgroup.
- 4) Cheryl – Send meeting minutes and Agenda for next meeting.
- 5) Beau – Setup spreadsheet in Google for us to enter information related to A&E.
- 6) All Agencies – Update spreadsheet on Google with Pain Points by 11/1.
- 7) LaQuita – Consolidate pain points by next meeting on 11/5
- 8) LaQuita - Invite Doug Banich (A&E) to December meeting and Brian Layh (ITS New & Enhanced Services) to the January meeting. Both are from 9:30 to 11:00.
- 9) Chris – Update snack list with new meeting dates.
- 10) LaQuita – scribe for next meeting
- 11) Beau – bring snacks for next meeting (change in meeting day/time may have changed the next person to bring snacks)